Web Committee - Meeting Minutes

February 21, 2014 - 1:30pm – 3:00pm

Present: See Google Docs Website Committee Member List

Next meeting: March 7th, 2014 Main Campus Library Room A-116 1:30PM

I. Announcements

No announcements were made but Matt Coombs made a short presentation on the history of the current process. Summary: We spoke with various campus representations about what the website, created a set of requirements, built an RFP. Interviewed several candidates and selected the most promising within budget. They came on campus and interviewed all areas, built a set of requirements from the needs analysis, developed a blank web template. We are hosting the template offsite and are currently doing final modifications and starting data migration.

II. Discussion

Meeting Times – We discussed the next available meeting times. Email and Survey responses showed 34 people stated interest in joining the website committee. Of those 34, 17 were able to attend the 2/21 meeting. We will create an email distribution list so that those not able to attend can still receive web committee updates and participate. Based on a 50% turnout we decided that Fridays were the most open for most people and decided that meetings every two weeks during development would be required for a fast development cycle.

What is Drupal – James gave a very brief introduction to the new website, a brief discussion of what a content management system is, why we chose drupal, some of the features of drupal including over 25,000 modules (add-ons) and an open source community of over 30,000 contributors. For more information; https://www.youtube.com/watch?v=26_OZeBmpXs

Web Administration Previous and Future Roles - James Fitch gave a brief summarization of the duties he previously performed as web administrator and how those would change with the new site. Historically, since the site was in HTML and not in a content management system, content contributors would have to take some training in actual web development and have the
software needed in order to manage their own online content. Very few users took on the additional training and management of their own web content, for the rest most updates were delivered to James electronically and James continued content management for the rest of the campuses. Part of the reason we needed to move to a CMS was this process was proving unmanageable for web administration to continue to support. In the new website, users will have roles allowing them to edit and administer their own online content. The CMS is browser based so users can just log-in and edit their content from anywhere and on any device including pads and mobile. Instructional Technologists at Hartnell will train users on how to create and maintain their web content. Web Administration will be responsible for development of the structure, navigation, features and administration of the new website, with only a small role in content development.

III. Roundtable

A. Policies and Procedures – Students, Faculty and Staff’s use of the internet to communicate and share information has increased dramatically. There are so many options when it comes to using the web, Social Media and Course Management Systems that in order to create a consistent user experience for our community we will need to implement online Policies and Procedures. Our first order of business was to review what types of Policies we should develop. Discussed were:

**General Online Policies**

- Google Sites
- Social Media Sites
- Course web sites (to be migrated to Etudes)
- Student Clubs and Organizations
- Personal Web Sites
- Department Web Sites

**Website Administration Policies**

- Allowable Users Types

- Content Management Request Policies

- Web Site Backup and Retrieval Policies

- Feature Request Policies
  - Database Requests
  - Scripts
Policies for Content Contributors

Security Policies
   Emergency Messaging

Content Rules and Restrictions
   Accessibility
   Offensive Content
   Religious Content
   Naming Procedures
   Best Practices
   Copyright Policies
      Branding
      Images
      Linking

Web Media Policies
   Media Types
   Bandwidth
   Live Events
   Storage and Disk Space

I will break the committee into groups and I will suggest sources for boilerplate templates. The Committee will draft up policies as they relate to our current and future needs. We will submit these policies to the appropriate committees and governing councils for review and adoption.

B. Website Usability and Administration

The last topic discussed was website usability and administration. Most of the website has already been developed and it is out of scope to make major changes at this time without jeopardizing the soft June launch date. However, it will be the website committees responsibility to review, prioritize and approve changes to the website including;

   Usability changes
      Branding
Navigation

Home Page Management

**Content Development**

Content Contributors

Identify key editors on campus for area pages.

Identify key editors on campus for area pages that currently have no person responsible for editing them.

Acquire an accurate list of current staff/faculty to insure the contact directory is accurate

Make sure each area has attended training and can develop content.

Make sure content that moves to new site is relevant and updated.

Migrate data - Give campus areas time to review their pages for errors

Workflow

The meeting ended with a **Question and Answer Session** and was convened at 3:00pm.